

**DRAFT**  
SPECIAL GRANT PROVISIONS  
FOR  
JOBS FOR VETERANS STATE  
GRANTS

**October 1, 2004 - September 30, 2009**

**I. GRANT AMOUNT:**

- A. The total funds approved for each Fiscal Year may be found on the Notice of Grant Award or modification.
- B. The Fiscal Year funds are available annually with the following stipulations:
  - 1. Grantees may charge only up to the amount on the current Notification of Obligation Authority (NOA); and,
  - 2. Costs incurred, which exceed total funds approved, are borne by the grantee.
- C. The number of Disabled Veterans' Outreach Program (DVOP) and Local Veterans' Employment Representative (LVER) positions that can be supported by grant funds must:
  - 1. Be separately identified; and,
  - 2. Represent the most efficient use of funds to maximize available staff resources.
- D. Amounts designated for incentive awards will be subject to reclamation, unless the Grant Officer approves a State's plans for determining awardees and distributing awards.

**II. SCOPE: (Statement of Work)**

- A. The grantee will provide direct employment and training services for veterans, other eligible persons and transitioning service members and their spouses through the:
  - 1. Employment service delivery system, affiliated one-stop partners, and through coordination with other service providers;
  - 2. Transition assistance program workshops, where available, with staff resources; and,
  - 3. DVOP/LVER staff in accordance with:
    - a. Chapter 41, Title 38, United States Code (38 U.S.C. 41), as amended by Public Law (P.L.) 107-288;
    - b. The Workforce Investment Act (WIA) of 1998, as amended;
    - c. Title 20, Code of Federal Regulations, Part 1001 (20 CFR 1001);

- d. Policy guidance issued by the U.S. Department of Labor;
  - e. Approved Jobs for Veterans State Plan; and,
  - f. All terms, conditions, assurances and provisions of this grant.
- B. DVOP specialists and LVER staff are appointed, assigned, or terminated in accordance with a State's Merit Staffing system:
1. As full-time or half time employees;
  2. At salaries commensurate with their assigned duties;
  3. In consultation with the Director for Veterans' Employment and Training (DVET);
  4. Using the same service priorities in their appointment as they provide to veterans and other eligible persons served, in accordance with 38 U.S.C. 4103A and 4104;
  5. In accordance with the respective duties for each position described in Veterans' Program Letter (VPL) 11-02, dated September 16, 2002 or most current VPL on this subject, in paragraphs C. and D. below; and,
  6. Ensuring that funded-staff may be displaced only by veterans who are more senior in the same or higher veterans' priority group during any reductions-in-force or during other such personnel actions.
- C. DVOP specialists will fulfill roles and responsibilities described in law, regulation or USDOL directives exclusively for veterans and other eligible persons by:
1. Focusing staff-assisted intensive services to meet the needs of economically or educationally disadvantaged veterans with barriers to employment;
  2. Using a case management approach to deliver staff-assisted intensive services;
  3. Participating in Transition Assistance Program activities for transitioning service members and their spouses and similar job search workshops where available; and,
  4. Coordinating with other area service providers to assist veterans and other eligible persons overcome barriers.

- D. LVER staff will fulfill roles and responsibilities described in law, regulation or Federal directives by:
1. Conducting outreach to employers to develop relationships, jobs or training opportunities for veterans and other eligible persons;
  2. Conducting seminars for and networking with employer organizations and trade associations;
  3. Conducting job search workshops for veterans, other eligible persons and transitioning service members;
  4. Establishing self-directed job search work groups to benefit veterans and other eligible persons;
  5. Facilitating the provision of employment, training, and placement services for veterans and other eligible persons; and,
  6. Conducting Transition Assistance Program workshops and related activities for transitioning service personnel and their spouses.

### **III. STATUTORY REQUIREMENTS FOR SERVICE PRIORITIES:**

- A. Grantees will maintain compliance with all applicable statutory and regulatory and grant provisions to include:
1. U.S.C., Title 38, Chapters 41 and 42;
  2. Title 20, Code of Federal Regulations (CFR), Chapter IX, Part 1001 et. seq.;
  3. Title 20, CFR, Chapter V, Parts 658 - 667; and,
  4. Special and general grant provisions; U.S. Department of Labor policies and Federal directives.
- B. Grantees will, as prescribed by law and determined in regulations, ensure adherence with guidance regarding the provision of priority of services for veterans.

### **IV. PAYMENTS UNDER THE GRANT:**

- A. Approved funds will be transferred to the State's financial institution using the State's SMARTLINK system through the Department of Health and Human Services' Payment Management System (HHS/PMS); and,

- B. Grantees will provide quarterly financial reports as indicated in the most recent Veterans' Program Letter on this subject and in Section V, below.

## **V. REPORTING REQUIREMENTS:**

As per Title 20, CFR Section 658.601 (7) (d), State Administrator(s) must ensure to the maximum extent feasible: (1) the accuracy of data entered by the State agency into required management information systems; and, (2) the establishment and maintenance of a data validation system that accurately reflects the accomplished activities and provides actual expenditure data. In accordance with OMB Circulars and applicable regulations, to include Title 20, CFR, Sections 1001.122(b) and 1001.140.

- A. States must produce quarterly and final programmatic and fiscal reports as a condition for accepting grant funds.
- B. Required reports under this grant are in addition to any required WIA (P.L. 105-220) summary reports.
- C. Reports and correspondence must be identified by State and by applicable Federal grant number.
- D. Directors' for Veterans' Employment and Training (DVETs) must receive copies of all requested reports to include those listed in E. and F., below.
- E. Performance Reports as required by the most recent VPL on reporting requirements are to be submitted no later than 45 days following the end of each Federal fiscal year quarter for each of five Fiscal Year quarters as prescribed in the manner and frequency prescribed in the applicable solicitation or directive from the Veterans' Employment and Training Service and include:
  - 1. All State and grant-specific database or activity reports; and,
  - 2. All Quarterly Technical Performance Reports Financial Planning and Reporting Worksheets.
- F. Fiscal Reports for each of five Federal Fiscal Year quarters plus a sixth and final report is due to the grant officer no later than 45 days following the end of each applicable Federal Fiscal Year quarter as listed below:
  - 1. Standard Form (SF) 272, Federal Cash Transactions Report (OMB 80-B0182) is submitted, or an HHS/PMS 272 in lieu of an SF 272 is submitted to HHS in the manner that has been prescribed;
  - 2. SF 269A, Financial Status Report (OMB 0348-0039) is prepared quarterly, unless otherwise directed by VETS, and submitted six times per grant period,

- even though the fourth, fifth and final reports may, in fact, be identical in the event no funds were available to carry over into the next Fiscal Year; and,
3. Financial Planning and Reporting (back-up) Worksheets (OMB approval pending).
- G. Managers' Reports regarding services to veterans are prepared as prescribed by VETS.
  - H. Staffing Chart or staffing updates are prepared as indicated in the grant instructions.
  - I. Continuous delinquencies in reporting may result in adverse actions that may affect the ability to draw down additional funds.
  - J. Failure to comply with the above reporting requirements may result in sanctions described at Title 20, CFR, Part 658, Subpart H.

## **VI. INFORMATION ACCESS:**

Access to all grant reports and State records, relative to the provision of employment, education and training-related services to veterans, other eligible persons and transitioning service members and their spouses, must be provided to the Grant Officer, the Grant Officers' Technical Representative (GOTR) and/or designee (see VII Grant Management and Monitoring, below).

## **VII. GRANT MANAGEMENT AND MONITORING**

- A. The Grant Officer approves, signs, and modifies these grants; and can authorize changes in scope (staff utilization and funding levels), cost and grant conditions.
- B. VETS is required by law (P.L. 107-288) to "monitor and supervise on a continuing basis the distribution and use of funds provided for use in the States..." (38 U.S.C. 4102A (b) (6)).
- C. Directors for Veterans' Employment and Training (DVETs) or their designee serve as the GOTR and have access to all applicable reports and records and makes recommendations to the Grant Officer in all grant matters and requests.
- D. Requests for additional funds may be approved only if like amounts are available from funds returned by other States.

- E. Fiscal Year funds cannot be obligated to States after September 30; therefore to be considered for approval, requests for additional funding must be received 45 days in advance of the close of the FY.
- F. An inventory of Automated Data processing (ADP) equipment purchased with grant funds must be maintained, with each of the following identified:
  - 1. Equipment locations, number of units and staff use;
  - 2. Brand name, model, serial number, equipment specifications; and,
  - 3. Actual unit costs (including maintenance and connectivity).
- G. The grant officer will only approve requests for additional funds to procure Personal Computers (PCs) which have Internet connectivity and for which staff training in the use of these PCs has been or will be provided.
- H. Adherence to the guidelines for the replacement or disposition of obsolete ADP equipment provided at 29 CFR, Part 97.32 is required.

## **VIII. AMENDMENTS:**

The Grant Officer, in consultation with the Assistant Secretary of Labor for Veterans' Employment and Training (ASVET) reserves the right to amend these provisions with due notice of at least 45 days.